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## U.S. Department of State Records Schedule

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### *Chapter 13: United Nations*

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#### General

**B-13-001-01      Officer Working Files**

**Description:** Files maintained by or for individual officers consisting of extra or information copies of telegrams, memos, organization and conference documents, preliminary or rough drafts of communications, reports and other documentation.

**Disposition:** TEMPORARY: Destroy when no longer needed for current work assignment or project.

**DispAuthNo:** Non-record      **Date Edited:** 4/1/1999

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**B-13-001-02      Reference Files**

**Description:** Printed and processed publications received from the Department, other Federal agencies, national and international organizations, etc.

**Disposition:** TEMPORARY: Destroy when obsolete or of no further reference value.

**DispAuthNo:** Non-record      **Date Edited:** 4/1/1999

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**B-13-001-03      Office Administration Files**

**Description:** Consist of correspondence and other documents pertaining to the running of the office and concerning matters for which other offices have primary responsibility.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** GRS 23, item 1      **Date Edited:** 4/1/1999

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**B-13-001-04      Public Inquiries and Requests for Information**

**Description:** Includes crank and begging letters, requests for information and replies thereto, popular comment correspondence, requests for publications, etc.

**Disposition:** TEMPORARY: Destroy when 3 months old or when no longer needed.

**DispAuthNo:** GRS 23, item 7a      **Date Edited:** 4/1/1999

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**B-13-001-05      Chronological Files**

**Description:** Extra copies of incoming and outgoing communications arranged by date.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** NN-173-126, item 3      **Date Edited:** 4/1/1999

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#### **B-13-001-06      Protocol Section Files - 1950-1965**

**Description:** Correspondence, guest lists, invitations, menus, and memorandums related to the arrangements for receptions, parties, dinners, movie screenings, art exhibit openings, and other social events sponsored by the USUN.

**Disposition:** TEMPORARY: Destroy immediately.

**DispAuthNo:** N1-84-99-3, item 4                      **Date Edited:** 4/1/1999

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#### **B-13-001-07      Public Affairs Section Speech Drafts, 1965-1968**

**Description:** Notes, drafts, and copies of speeches given by Arthur J. Goldberg, Ambassador to the United Nations, 1965-1968, and speeches written by his staff for President Johnson regarding UN matters. Topics covered include the Vietnam War, Chinese representation in the UN, Rhodesia, the Outer Space Treaty, and other subjects.

**Disposition:** PERMANENT: Transfer to the National Archives and Records Administration immediately.

**DispAuthNo:** N1-84-99-3, item 2                      **Date Edited:** 4/1/1999

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#### Research Unit

##### **B-13-002-01a**      **Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

a. Paper recordkeeping copy.

**Disposition:** PERMANENT: Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-84-90-5, item 1a      **Date Edited:** 4/1/1999

##### **B-13-002-01b**      **Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

b. Extra copies.

**Disposition:** TEMPORARY: Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-84-90-5, item 1b      **Date Edited:** 4/1/1999

##### **B-13-002-02**      **Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:** Reserved      **Date Edited:** 4/1/1999

##### **B-13-002-03a**      **UN Letter File (1964-Present)**

**Description:** a. Notifications from UN of accessions to and ratification to treaties.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 6(a)      **Date Edited:** 4/1/1999

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<b>B-13-002-03b</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	b. Notifications from U.S. registering international agreements with the UN.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 6(b)
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-03c</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	c. Correspondence relating to UNDP projects, project summaries, U.S. Government comments, etc.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NC-84-76-1, item 3b
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-03d</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	d. All other routine correspondence with UN.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 6 (e)
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-04a</b>	<b>Telegram Files dated 1964-Present</b>
<b>Description:</b>	a. Telegrams sent to USUN for information, arranged by post.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old, if no longer needed.
<b>DispAuthNo:</b>	NN-173-126, item 8(b)
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-04b</b>	<b>Telegram Files dated 1964-Present</b>
<b>Description:</b>	b. Telegrams sent ACTION USUN (incoming).
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old. (Note: 1974-1978 telegrams were destroyed previously under then existing schedules)
<b>DispAuthNo:</b>	NC-173-126, item 8c
<b>Date Edited:</b>	4/1/1999

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<b>B-13-002-04c</b>	<b>Telegrams dated 1964-Present</b>
<b>Description:</b>	c. Telegrams from USUN to Department of State arranged sequentially.
<b>Disposition:</b>	PERMANENT: Transfer to the National Archives when 30 years old
<b>DispAuthNo:</b>	N1-84-90-5, item c(1)
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-05</b>	<b>Background and Position Books</b>
<b>Description:</b>	Includes files of legislative histories.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	NC-84-76-1, item 1
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-06a</b>	<b>Index Cards to USUN Central Documents and Subject Files</b>
<b>Description:</b>	a. Card Records, 1954-Present.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC after microfilming and ascertaining that the film is an adequate substitute for the paper. Transfer to the National Archives along with related block of Central Subject Files.
<b>DispAuthNo:</b>	NC1-84-78-4, item 1a
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-06b</b>	<b>Index Cards to USUN Central Documents and Subject Files</b>
<b>Description:</b>	b. Microfilm Copies.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	NC1-84-78-4, item 1b
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-07a</b>	<b>Public and Congressional Correspondence Files</b>
<b>Description:</b>	a. Public Correspondence.
<b>Disposition:</b>	TEMPORARY: Destroy when 6 months old.
<b>DispAuthNo:</b>	NN-173-126, item 11a
<b>Date Edited:</b>	4/1/1999

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<b>B-13-002-07b</b>	<b>Public and Congressional Correspondence Files</b>
<b>Description:</b>	b. Congressional Correspondence.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	NN-173-126, item 11b
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-08</b>	<b>Departmental Publications, Releases, Circular Issuance, Publications of other Government Agencies; Legislative Publications and Documents</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy when superseded or no longer needed in current operations.
<b>DispAuthNo:</b>	NN-173-126, item 12
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-09</b>	<b>Acknowledgments by other UN Missions to the U.S. requests for support on UN candidates</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy after election has taken place.
<b>DispAuthNo:</b>	NN-173-126, item 13
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-10</b>	<b>Acknowledgments by other UN Missions of receipt of U.S. Government publications</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy after 60 days.
<b>DispAuthNo:</b>	NN-173-126, item 14
<b>Date Edited:</b>	4/1/1999
<b>B-13-002-11</b>	<b>Briefing Books</b>
<b>Description:</b>	Briefing Books for U.S. Representatives to UN on specific questions or as background for consultants, where material is duplicated elsewhere.
<b>Disposition:</b>	TEMPORARY: Destroy after purpose has been served.
<b>DispAuthNo:</b>	NN-173-126, item 15
<b>Date Edited:</b>	4/1/1999

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<b>B-13-002-12a</b>	<b>USUN Press Releases</b>
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<b>Description:</b>	Master file of press releases issued by the U.S. Mission to the United Nations. a. Paper Records.
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<b>Disposition:</b>	PERMANENT: Transfer to the National Archives when 30 years old.
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<b>DispAuthNo:</b>	NC1-84-79-6, item 1a	<b>Date Edited:</b>	4/1/1999
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<b>B-13-002-12b</b>	<b>USUN Press Releases</b>
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<b>Description:</b>	Master file of press releases issued by the U.S. Mission to the United Nations. b. Microfilm Copies.
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<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for reference purposes.
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<b>DispAuthNo:</b>	NC1-84-79-6, items 1b	<b>Date Edited:</b>	4/1/1999
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<b>B-13-002-13</b>	<b>UN Documents</b>
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<b>Description:</b>	Selected documents (including UN classified) of UN Main Councils, i.e. the General Assembly, Security Council, Trusteeship Council and the Economic and Social Council. The General Assembly and Security Council series are complete. The Economic and Social Council series is complete from E/3295 on. The other series are not complete.
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<b>Disposition:</b>	PERMANENT: Transfer to WNRC when no longer needed for reference. Transfer records dating through 1963 to the National Archives in 1997. Transfer other records along with related block of Central Subject Files (i.e. when 30 years old).
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(Supersedes N1-84-90-5, item 13).

<b>DispAuthNo:</b>	N1-84-93-5, item 1	<b>Date Edited:</b>	12/5/2008
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### Chapter 13: United Nations

#### UN Management and Reform

**B-13-003-01 UN Applicants Files**

**Description:** Correspondence and forms regarding employment at UN Headquarters.

**Disposition:** TEMPORARY: Destroy 2 years after case becomes inactive.

**DispAuthNo:** NC1-84-78-2, item 2 **Date Edited:** 12/5/2008

**B-13-003-02 General Inquiry Files**

**Description:** Correspondence from persons requesting general information regarding employment with international organizations, including requests for information on location of specific organizations, field office, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Arranged in alphabetical order by name of individual inquirer.

**Disposition:** TEMPORARY: Destroy when 2 years old or soon if no longer needed.

**DispAuthNo:** NC1-84-78-2, item 1 **Date Edited:** 4/1/1999

**B-13-003-03 International Organizations Section Files on UN Finances, 1964-1965**

**Description:** Copies of telegrams, reports, speeches, press releases, background material, and memorandums related to the financial crisis facing the United Nations during the early 1960s due to a deficit resulting from many nations not paying their dues for peacekeeping operations.

**Disposition:** PERMANENT: Transfer to the National Archives and Records Administration immediately.

**DispAuthNo:** N1-84-99-3, item 5 **Date Edited:** 4/1/1999



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#### Host Country Affairs

**B-13-004-01      Host Country Affairs General Files**

**Description:** Consists of correspondence, reports and other documentation concerning operations and procedures affecting personnel of UN and related organizations, host country problems and visa regulations and instructions. Records containing substantive information are forwarded to Research Unit to be included in the permanent USUN central files.

**Disposition:** TEMPORARY: Destroy when 5 years old or when no longer needed.

**DispAuthNo:** N1-84-90-5, item 16      **Date Edited:** 4/1/1999

**B-13-004-02      Host Country Files**

**Description:** Consist of documentation on all aspects of problems affecting the UN Secretariat and Foreign Missions to the UN other than traffic and tax problems. Arranged by country/mission. Records containing substantive information are forwarded to the Reference and Research Section to be included in the permanent USUN central files.

**Disposition:** TEMPORARY: Destroy when 5 years old or when no longer needed.

**DispAuthNo:** NC-84-76-1, item 8      **Date Edited:** 4/1/1999

**B-13-004-03      Host Country Administrative Files**

**Description:** Subject file pertaining to USUN host country administrative and management issues, including goals and objectives, inspections, status reports, etc.

**Disposition:** TEMPORARY: Block files by year. Destroy when 3 years old.

**DispAuthNo:** N1-84-90-5, item 18      **Date Edited:** 4/1/1999

**B-13-004-04a      Accreditation Files**

**Description:** a. Card files containing name and photograph of personnel for all foreign missions to the UN. This file complements the OFMIS files.

**Disposition:** TEMPORARY: Destroy when purpose has been served.

**DispAuthNo:** NN-173-126, item 35      **Date Edited:** 4/1/1999

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#### **B-13-004-04b      Accreditation Files**

**Description:** b. OFMIS - Computerized Information System - A multi-file-on-line system providing information support to M/OFM, Office of Protocol, the Interagency Liaison Group as well as to the USUN. The modules include biographic information and level of diplomatic privilege and immunity for all personnel listed in the carded file. Included is information on other activities of the Mission, including Consular, UN diplomatic staff, their dependents and household staffs, tax, diplomatic motor vehicle and customs functions, etc.

**Disposition:** TEMPORARY: Delete information when no longer needed for operational purposes.

**DispAuthNo:** N1-59-87-9, item 4      **Date Edited:** 4/1/1999

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#### **B-13-004-04c      Accreditation Files**

**Description:** c. New appointments and new resignations file. Consists of listing of new appointments and resignations received from United National Protocol. Listings are filed in chronological order and date from 1954 to the present. Listings contain information for the Secretariat of the United Nations as well as other personnel.

**Disposition:** TEMPORARY: Destroy when 20 years old.

**DispAuthNo:** NN-173-126, item 24a      **Date Edited:** 4/1/1999

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#### **B-13-004-04d      Accreditation Files**

**Description:** Country Files on diplomatic privileges and immunities. Arranged by country (mission) containing miscellaneous correspondence with Permanent Missions to the United Nations regarding individuals entitled to privileges and immunities.

**Disposition:** TEMPORARY: Destroy when 3 years old.

**DispAuthNo:** NN-173-126, item 22      **Date Edited:** 4/1/1999

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#### **B-13-004-05a      Diplomatic Incidents Files**

**Description:** Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

a. Civil law and precedent cases.

**Disposition:** TEMPORARY: Destroy 2 years after case is resolved or litigation complete or when no longer a precedent.

**DispAuthNo:** N1-84-90-5, item 20a      **Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

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<b>B-13-004-05b</b>	<b>Diplomatic Incidents Files</b>
<b>Description:</b>	Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.  b. Regular cases.
<b>Disposition:</b>	TEMPORARY: Destroy when 5 years old.
<b>DispAuthNo:</b>	NN-173-126, item 32
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-06</b>	<b>United Nations Missions Property Leases Files</b>
<b>Description:</b>	Contains copies of leases and related correspondence for foreign mission personnel for mission or office space, mission personnel and ambassadors' residences or for any property owned or leased by UN Missions (country).
<b>Disposition:</b>	TEMPORARY: Destroy three years after termination of lease and if any litigation, when it is concluded.
<b>DispAuthNo:</b>	N1-84-90-5, item 21
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-07</b>	<b>Traffic Violation Files</b>
<b>Description:</b>	Copies of form letters on behalf of foreign missions to police requesting the release of towed cars, and concerning incidents involving moving and parking violations.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-84-90-5, item 22
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-08a</b>	<b>Travel Restrictions Files</b>
<b>Description:</b>	General files including reports of possible violations, copies of notes bearing on travel restrictions.
<b>Disposition:</b>	TEMPORARY: Destroy when 10 years old.
<b>DispAuthNo:</b>	NN-173-126, item 33a
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-08b</b>	<b>Travel Restrictions Files</b>
<b>Description:</b>	b. Travel Requests Files.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 33b
<b>Date Edited:</b>	4/1/1999

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<b>B-13-004-09</b>	<b>Visa and Immigration General Files - Arranged alphabetically by country</b>
<b>Description:</b>	Contains information pertaining to visa and immigration matters in general as it relates to the United Nations and United Nations Secretariat.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-84-90-5, item 24
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-10</b>	<b>Extension of Stay Requests</b>
<b>Description:</b>	Requests for extension of stay from UN Secretariat and Foreign Missions to the UN, including copies of transmittal letters of INS, posted to indicate length of extension.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.
<b>DispAuthNo:</b>	NN-173-126, item 27
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-11</b>	<b>Applications for Visas</b>
<b>Description:</b>	Loose-leaf binder containing copies of applications for NIVs for the UN community. Original forwarded to Department for approval.
<b>Disposition:</b>	TEMPORARY: Destroy 3 months after approval and receipt of visa.
<b>DispAuthNo:</b>	N1-84-90-5, item 26
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-12a</b>	<b>Work Permit Files</b>
<b>Description:</b>	Consist of rules, regulations and documentation accumulated in the processing of requests by UN dependents for permission to work as well as name file of individuals requesting permission.  a. Rules, regulations and procedures.
<b>Disposition:</b>	TEMPORARY: Destroy when superseded.
<b>DispAuthNo:</b>	N1-84-90-5, items 27a
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-12b</b>	<b>Work Permit Files</b>
<b>Description:</b>	b. Name files.
<b>Disposition:</b>	TEMPORARY: Destroy 1 year after individual departs from the United Nations.
<b>DispAuthNo:</b>	N1-84-90-5, item 27b
<b>Date Edited:</b>	4/1/1999

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<b>B-13-004-13</b>	<b>International Organizations Section USUN Blue and White Lists, 1948-1967</b>		
<b>Description:</b>	Copies of lists of members of the permanent missions to the UN who were entitled to diplomatic privileges and immunities (known as "Blue Lists" due to their blue cover) and lists of employees to the permanent missions as well ("White Lists").		
<b>Disposition:</b>	PERMANENT: Transfer to the National Archives and Records Administration immediately.		
<b>DispAuthNo:</b>	N1-84-99-3, item 3	<b>Date Edited:</b>	4/1/1999

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#### Security

**B-13-005-01a**      **Investigation Files**

**Description:** a. DS-939, Report of Investigation, concerned primarily with verification of employment for personnel working at USUN.

**Disposition:** TEMPORARY: Destroy 1 year after termination of employment.

**DispAuthNo:** NN-173-126, item 36a      **Date Edited:** 4/1/1999

**B-13-005-01b**      **Investigation Files**

**Description:** b. Card index.

**Disposition:** TEMPORARY: Destroy 3 years after case is closed.

**DispAuthNo:** NN-173-126, item 36b      **Date Edited:** 4/1/1999

**B-13-005-02**      **Reports of Security Violations**

**Description:** Includes reports on Civil Service, excepted and foreign service employees.

**Disposition:** TEMPORARY: Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 18, item 24b      **Date Edited:** 4/1/1999

**B-13-005-03**      **Protective Security Files**

**Description:** Includes documentation on the protective security detail provided for the Permanent Representative, and material pertaining to liaison with local police, Secret Service and others. Also includes copies of crank letters (originals sent to Washington).

**Disposition:** TEMPORARY: Destroy upon appointment of new Permanent Representative.

**DispAuthNo:** N1-84-90-5, item 30      **Date Edited:** 4/1/1999

**B-13-005-04**      **Security Clearance Files**

**Description:** Correspondence between USUN, Department of State, and Boyer, Pennsylvania, regarding security clearances of USUN employees, including caterers, waiters and any others who may be employed by USUN whether temporary or seasonal. Contains initial letter requesting security clearance issued by IO/R. Files are arranged in alphabetical order by name of individuals.

**Disposition:** TEMPORARY: Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

**DispAuthNo:** GRS 18, item 22a      **Date Edited:** 4/1/1999

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**B-13-005-05      Security Background Check Files**

**Description:**      Contains background reports conducted by the USUN and related correspondence primarily on waiters and catering personnel. No reports or correspondence on Department of State employees are included.

**Disposition:**      TEMPORARY: Destroy 5 years after separation, transfer, or contract relationship expires.

**DispAuthNo:**      GRS 18, item 22a      **Date Edited:**      4/1/1999

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#### Personnel

**B-13-006-01 Personnel General Subject Files**

**Description:** Correspondence, reports and other documents relating to the administration and operation of personnel functions.

**Disposition:** TEMPORARY: Destroy when 3 years old.

**DispAuthNo:** GRS 1, item 3 **Date Edited:** 4/1/1999

**B-13-006-02a Temporary Employee Personnel Files**

**Description:** Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

a. Foreign Service employees.

**Disposition:** TEMPORARY: Destroy 1 year after separation or transfer of employee.

**DispAuthNo:** GRS 1, item 3 **Date Edited:** 4/1/1999

**B-13-006-02b Temporary Employee Personnel Files**

**Description:** Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

b. Other employees, including students, interns, contract employees, part-time and Excepted Service employees.

**Disposition:** TEMPORARY: Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** N1-84-90-5, item 34b **Date Edited:** 4/1/1999

**B-13-006-03 SF-50 Chronological Files**

**Description:**

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** GRS 1, item 14a **Date Edited:** 4/1/1999

**B-13-006-04 Performance Evaluation Files**

**Description:**

**Disposition:** TEMPORARY: Destroy 4 years after date of appraisal.

**DispAuthNo:** GRS 1, item 23a(4) **Date Edited:** 4/1/1999



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<b>B-13-006-05</b>	<b>Pending Foreign Service Assignments/Detail Files</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-84-90-5, item 37
<b>Date Edited:</b>	4/1/1999
<b>B-13-006-06a</b>	<b>Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947</b>
<b>Description:</b>	a. Cards on Excepted Service appointees.
<b>Disposition:</b>	TEMPORARY: Retain in USUN Personnel Office until no longer needed for reference use.
<b>DispAuthNo:</b>	N1-84-90-5, item 38a
<b>Date Edited:</b>	4/1/1999
<b>B-13-006-06b</b>	<b>Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947</b>
<b>Description:</b>	b. All others.
<b>Disposition:</b>	TEMPORARY: Retain in USUN Personnel Office until no longer needed for reference or 3 years after transfer or separation, whichever is longer.
<b>DispAuthNo:</b>	N1-84-90-5, item 38b
<b>Date Edited:</b>	4/1/1999
<b>B-13-006-07</b>	<b>Staffing Patterns</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	GRS 1, item 16
<b>Date Edited:</b>	4/1/1999
<b>B-13-006-08</b>	<b>Position Description Files</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy 2 years after position is abolished or description superseded.
<b>DispAuthNo:</b>	N1-84-90-5, item 40
<b>Date Edited:</b>	4/1/1999
<b>B-13-006-09a</b>	<b>Applications for employment</b>
<b>Description:</b>	a. Letters of inquiry. Incoming letters regarding employment and requesting general information.
<b>Disposition:</b>	TEMPORARY: Destroy when 6 months old.
<b>DispAuthNo:</b>	GRS 1, item 18b
<b>Date Edited:</b>	4/1/1999

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<b>B-13-006-09b(1)</b>	<b>Applications for employment</b>
<b>Description:</b>	b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.  (1) Hired applicants.
<b>Disposition:</b>	TEMPORARY: Move file into temporary personnel file.
<b>DispAuthNo:</b>	N1-84-90-5, items 41b(1)
<b>Date Edited:</b>	4/1/1999

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<b>B-13-006-09b(2)</b>	<b>Applications for employment</b>
<b>Description:</b>	b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.  (2) Applicants not hired.
<b>Disposition:</b>	TEMPORARY: Destroy 1 year after the most recent communication from applicant.
<b>DispAuthNo:</b>	N1-84-90-5, items 41b(2)
<b>Date Edited:</b>	4/1/1999

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#### Administration

##### **B-13-007-01a      Administrative Counselor's Subject Files**

**Description:** a. USUN Building Files.

**Disposition:** TEMPORARY: Use Chapter 5, Section 3, of the Records Disposition Schedules for Post, to screen files.

**DispAuthNo:** N1-84-90-5, item 42a      **Date Edited:** 4/1/1999

##### **B-13-007-01b      Administrative Counselor's Subject File**

**Description:** b. All others.

**Disposition:** TEMPORARY: Destroy when 5 years old.

**DispAuthNo:** N1-84-90-5, item 42b      **Date Edited:** 4/1/1999

##### **B-13-007-02a      Housing Files**

**Description:** a. Leases and related correspondence. Contains copies of leases and correspondence pertaining to the leasing of particular properties to employees. Arranged by property.

**Disposition:** TEMPORARY: Destroy 3 years following close of year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation, if any, is concluded.

**DispAuthNo:** GRS 15, item 4      **Date Edited:** 4/1/1999

##### **B-13-007-02b(1)      Housing Files**

**Description:** b. General correspondence Files

(1) Contains correspondence not pertaining to a specific property and/or individual to whom it is leased.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** GRS 15, item 1      **Date Edited:** 4/1/1999

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<b>B-13-007-02b(2)</b>	<b>Housing Files</b>		
<b>Description:</b>	b. General Correspondence Files.  (2) Policy Files. Consisting of legislation, policy and regulations regarding rent, leases, etc.		
<b>Disposition:</b>	TEMPORARY: Destroy when superseded by new legislation, policy and/or regulation.		
<b>DispAuthNo:</b>	N1-84-90-5, item 43b	<b>Date Edited:</b>	4/1/1999
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<b>B-13-007-02c</b>	<b>Housing Files</b>		
<b>Description:</b>	c. Checks Files - Consists of copies of rent checks paid by employees on leased property. Records are kept as verification of payment. Copies are also maintained in the finance office.		
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.		
<b>DispAuthNo:</b>	N1-84-90-5, item 43c	<b>Date Edited:</b>	4/1/1999
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<b>B-13-007-03</b>	<b>Waldorf Files</b>		
<b>Description:</b>	Historical records of or leasing arrangements for the Waldorf Towers which is leased for our Ambassador to the USUN.		
<b>Disposition:</b>	TEMPORARY: Destroy 3 years following close of fiscal year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation, if any, is concluded, whichever is later.		
<b>DispAuthNo:</b>	GRS 15, item 4	<b>Date Edited:</b>	4/1/1999